

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street
Sacramento, CA 95814



September 26, 1974

ALL-COUNTY LETTER NO. 74-186

TO: ALL COUNTY WELFARE DIRECTORS
COUNTY AUDITORS
WELFARE FISCAL SUPERVISORS

SUBJECT: REIMBURSEMENT FOR MONITORING MANDATORY SSP CASES

REFERENCE:

All-County Letter No. 74-156, dated August 14, 1974 gave instructions on "Monitoring of Mandatory SSP Cases", also referred to as MIL monitoring. This function is being required by the Social Security Administration and is eligible for 100 percent federal reimbursement based on the county cost allocation plan. The procedure for receiving this reimbursement will be as follows:

1. Use of Clerical Personnel

- A. All clerical staff time spent on MIL (on a monthly basis) must be shown on the Eligibility Worker time study and identified as MIL. New time studies which identify subcomponents of the SSI/SSP program have been developed and will be sent to the counties as soon as they are printed. All time spent on MIL, must be recorded to Line K2 of the new time study, and the remainder of the time spent by these workers on clerical functions other than MIL must be recorded to Line Q, Nonallocable.
- B. At the end of each quarter, determine (1) the combined salaries (all 3 months) of all MIL clerical workers, (2) number of hours spent on MIL, and (3) total number of hours worked by this personnel during the quarter. The next step is to divide the number of hours spent on MIL by the total number of hours worked during the period. The ratio obtained is used as the basis for determining the amount of these salaries eligible for 100 percent federal reimbursement. Assuming that the ratio obtained is .85 and the combined salaries for the period is \$10,000, then \$8,500 (.85 x \$10,000) would be claimed on the DFA 325.2, Group III, Direct Costs, B. Eligibility and Nonservice, 1. Personal Services. The amount should be identified as MIL monitoring for the SSI/SSP program. The balance of the salaries, \$1,500 (\$10,000 minus \$8,500) is to be included in Group II A. 1. Clerical Support.

- C. In using this method, the hours recorded on the DFA 43 by each MIL clerical worker are used only to determine the amount of cost eligible for 100 percent federal reimbursement. These same hours are not to be used in the development of the DFA 323, Eligibility Time Study Summary and Program Ratios.

2. Use of Eligibility Workers

- A. If the county utilizes eligibility workers for MIL monitoring, these workers should also charge time to Line K2 of the DFA 43 form (these forms will have a revision date of 8/74). Eligibility workers performing MIL monitoring functions are to time study during each day of the month they perform these functions. Therefore, it is possible that an eligibility worker could maintain a time study for each day of the administrative claim quarter if he performed MIL monitoring functions for the entire three months. The hours reported by these eligibility workers will be used in the completion of the DFA 323. Because of this procedure, extreme care must be exercised to keep the time recorded by the eligibility workers separate from the time recorded by clerical workers.
- B. At the end of each quarter, (1) determine the total number of hours reported during the quarter by all MIL eligibility workers; (2) divide the total number of hours reported in step (1) by three in order to determine a monthly average for the quarter. Transfer these hours, the monthly average determined in step (2), to the DFA 323, Line K2. The DFA 323 is then to be completed according to the instructions given on the DFA 323 form.

If any questions arise, please contact Bobi Gould or Dick Lowry at 916/445-7046.

Sincerely,



WILLIAM J. KURTZ
Deputy Director

cc: CWDA